

Winding Down..... the Troop/Group

Many troops and groups reduce their activities once school is out for the summer. Since spring is such a busy time for Girl Scouts, here is a checklist to help you remember all the necessary things to do at the end of the troop year.

- Do you have a bridging activity planned and/or have you informed the girls about the next level in Girl Scouting? If you have questions about bridging call your troop consultant, Service Unit Manager or Membership Manager
- Are you planning a Court of Awards ceremony with families invited to recognize the achievements of the girls this year?
- Have you picked up the badges, patches, pins and membership stars for your awards ceremony, Girl Scout Wings for Brownies bridging to Juniors? Remember to order early!!!
- Have you planned something special to recognize your sponsor and anyone who has helped with the group this year? Complete and return the Sponsorship Form and the Council will also recognize your Sponsor with a Certificate of Appreciation.
- Have you talked with the girls (and their parents) about day camp in your area or one of our Resident camps? Resident Camp and Day Camp Brochures were mailed to registered members in February.
- Have you completed your group report WITH your girls to get their feedback about the year and plans for the next?
- Have you turned in a copy of your Troop/Group Report, The Annual Finance Report and Detailed Cash Record to your Service Unit Team members or Membership Manager?
- Troops should operate on a yearly budget. Set goals and make those plans with your girls. If you are reflecting a surplus in your treasury to roll over to your next year, have you discussed with your girls a goal for these funds? Remember that registration for any Fall Council programs must be paid in full, so planning for fall program events and earmarking funds for these fall programs is appropriate.
- Have you re-registered your troop? Re-registering now means you are all set for fall! Remember, all current registrations expire September 30th.
- Do you have all troop and individual girl records up to date for the next Girl Scout year?

- Have you given names of girls who are either transitioning to a different level or might have expressed not returning to the troop to your Service Team or Registrar? Could they be invited to participate as Juliettes, form an interest group or join another troop?
- Have you and the girls taken time to plan at least one get-together over the summer? Lots more to do during the summer time without school and sport conflicts.
- Do you have service unit or council owned books or equipment that need to be returned?
- Have you participated in your annual review with your Service Unit Manager or Membership Manager to evaluate the past year and discuss your plans for the future?
- If you are not returning as a leader, be sure to return your troop materials to your Service Unit Team. Kindly remove your name from the troop bank account and turn in the troop checkbook. In some cases, banks may require the account to be closed and a new account opened with the new troop leadership as signers.
- If you are not returning as a leader, have you discussed with your SUM or Membership Manager the possibility of volunteering in a different capacity within your Service Unit? Your experience and skills are needed, and you have much to offer the Girl Scouts and your community.
- If you will not be returning to the leadership of the troop, have you found replacement leadership for the girls?
- When you make it to the end of this list, give yourself one big pat on the back.

Thank You and Congratulations!